



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

*Chairman  
Paula Mitchell*

*Commissioners  
Trini Munoz  
Susanna Visconti*

### MINUTES OF FEBRUARY 3, 2009

COMMISSIONERS PRESENT:  PAULA MITCHELL, CHAIRMAN  
SUSANNA VISCONTI, COMMISSIONER  
TRINI MUNOZ, COMMISSIONER

OTHERS PRESENT: LIZA REYES, HUMAN RESOURCES  
ESTELA SALGADO, HUMAN RESOURCES  
SUKY GOMEZ, HUMAN RESOURCES  
HOLLY LYTTLE, COUNTY ATTORNEY'S OFFICE  
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE

ABSENT: BETSY C. KELLER, HUMAN RESOURCES

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:00 p.m. by Estela Salgado, Human Resources.

### CONSENT AGENDA

ITEM #1  
MOTION #1 APPROVED.

Discuss and take appropriate action to approve the minutes for the regularly scheduled meeting of January 6, 2009. (Betsy C. Keller, Human Resources Director).

**ACTION:** It was moved by Commissioner Munoz and seconded by Commissioner Visconti to approve the minutes for the regularly scheduled meeting of January 6, 2009.

VOTE: YES - Mitchell, Visconti, Munoz

NO: None

MOTION CARRIED.

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**ITEM #2**

**MOTION #1 APPROVED.**

Discuss and take appropriate action on the requests from employees listed in the back up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director)

**ACTION: It was moved by Commissioner Munoz and seconded by Commissioner Visconti to approve the request from employees listed in the back up to be recipients of donated vacation leave.**

VOTE: YES - Mitchell, Visconti, Munoz

NO: None

MOTION CARRIED.

**ITEM #3**

**MOTION #2 APPROVED.**

Discuss and take appropriate action in reference to Rule 2.00 (b) and accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by Jose Rodriguez, County Attorney. (Jose Rodriguez, County Attorney)

**ACTION: It was moved by Commissioner Visconti and seconded by Commissioner Munoz to accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by Jose Rodriguez, County Attorney.**

VOTE: YES - Mitchell, Visconti, Munoz

NO: None

MOTION CARRIED.

**ITEM #4**

**MOTION #3 APPROVED.**

Discuss and take appropriate action regarding the receipt of vacation donations received by the Human Resources Director involving extenuating circumstances and receive guidance on how to process such request. (Liza Reyes, Human Resources Assistant Director)

**ACTION:** It was moved by Commissioner Munoz and seconded by Commissioner Visconti to authorize the Human Resources Director to approve vacation donations requests received by the Human Resources Department when extenuating circumstances require approval before the next scheduled civil service meeting. In those cases where the Human Resources Director approved vacation donation requests, the Human Resources Director must place an item on the agenda for the next civil service meeting to obtain approval from the Civil Service Commission.

VOTE: YES – Visconti, Mitchell, Munoz

NO: None

MOTION CARRIED.

ITEM #5

**MOTION #4 DENIED.**

Discuss and take appropriate action regarding general modifications made to job descriptions covered under Civil Service. (Liza Reyes, Human Resources Assistant Director)

**ACTION:** It was moved by Commissioner Munoz and seconded by Commissioner Visconti to deny general modifications made to job descriptions covered under Civil Service.

VOTE: YES – Munoz, Visconti, Mitchell

NO: NONE

MOTION CARRIED.

### GRIEVANCE

#### EXECUTIVE SESSION:

On this day, it was announced that the Civil Service Commission would remain in open session pursuant to Texas Government Code §551.074 at 3:10 p.m., at the request of Patrick Lara, Cleat Attorney.

ITEM #6

**MOTION #5 POSTPONED.**

Take appropriate action on a grievance filed/dated November 5, 2008 regarding Ruben Anguiano, Deputy Constable, Constable Precinct #4 pertaining to Termination & Rule 7.09 (A-D). (Patrick Lara, Cleat Attorney – Manuel Romero, Senior Trial Attorney)

**FIRST MOTION:**

**ACTION:** It was moved by Commissioner Munoz and seconded by Commissioner Visconti to grant continuance on a grievance filed/dated November 5, 2008 regarding Ruben Anguiano, Deputy Constable, Constable Precinct #4 pertaining to Termination & Rule 7.09 (A-D) as requested by Patrick Lara, grievant's attorney. The grievance will be heard on March 3, 2009 at 3:00 p.m.

VOTE: YES – Visconti, Mitchell, Munoz

NO: None

MOTION CARRIED.

**SECOND MOTION:**

**ACTION:** It was moved by Commissioner Munoz and seconded by Commissioner Visconti to accept withdrawal of Patrick Lara, Cleat Attorney, on representing Ruben Anguiano, Deputy Constable, Constable Precinct #4 due to a conflict of interest. Mr. Jim Jopling will represent Mr. Anguiano on the next regularly scheduled meeting.

VOTE: YES – Visconti, Mitchell, Munoz

NO: None

MOTION CARRIED.


MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner Munoz moved to adjourn the meeting, seconded by Commissioner Visconti at 3:25 p.m.

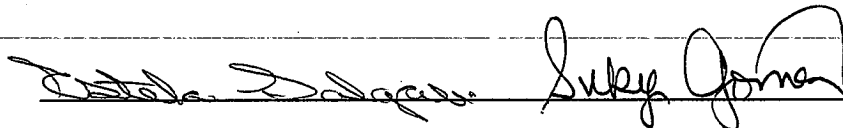
VOTE: YES – Visconti, Mitchell, Munoz

NO: None

MOTION CARRIED.



PAULA MITCHELL, CHAIRMAN



ESTELA SALGADO & SUKY GOMEZ, RECORDING SECRETARY